



Planning for Continuity of Operations (COOP) and Continuity of Government (COG)

A Participant's Guide to Workshop II: Identifying Essential functions and Operations Vulnerabilities

1.0 RECAP OF WORKSHOP I

At the conclusion of Workshop I, participants should have established who within their organization has responsibility for the project. The participants should have identified a facilitator or project manager to lead COOP/COG planning efforts within the organization. They should have also established the team that will be responsible for the planning process. This COOP/COG Planning Team should participate in all planning activities, including these workshops.

2.0 PURPOSE

The purpose of Workshop II is to convene the initial planning team participants to examine the organization's operations and to determine those that will be defined as "essential functions." Those participants whose divisions provide essential functions are likely to remain involved for the duration of the project, serving as POCs for their respective divisions. In this role, they will coordinate assessment and analysis activities within the division to assign priorities to functions, identify existing workaround provisions, and assess operational vulnerabilities.

3.0 AGENDA

- COOP/COG Planning Objectives and Resources
- Overview of COOP/COG Plan Construction Methodology
- Essential Functions
- Critical Resources
- Risk Analysis
- Vulnerability Assessment

4.0 WHO SHOULD ATTEND

Participants in this workshop will be expected to actively participate in the entire COOP/COG planning process. These participants should be comfortable discussing the operations or functions within their business unit. The participants should have a broad grasp of their organization's mission, its functional responsibilities, and the activities necessary to support



those functions. These individuals should have the capability to work in a collective team effort and be able to serve for the duration of the planning process.

5.0 WHAT TO BRING

Participants should come prepared to identify the functional areas of activity within the organization they are representing. This workshop will seek to establish a common definition of reference for describing government operations in terms of functions and associated activities, tasks, and/or services. To assist in drafting this, it is recommended that participants bring copies of the following resource documents with them to the workshop:

- State law and statutes that apply to the organization
- Federal law that applies to the organization
- Strategic plan
- Administrative and Executive Orders
- Current budget
- Emergency Response or Y2K planning documents, if available
- Documents regarding agreements with other agencies, i.e., MOU, MOA, Cooperative Agreements
- Policy and procedures
- Organization chart

6.0 EXPECTED RESULTS

Participants in Workshop II should leave with the following:

- A firm grasp on how to describe their organization's functions and activities, in the context of addressing continuity of operations and continuity of government issues.
- A preliminary or draft list of functions and activities that their organization performs. This list may be modified after the workshop has concluded and the participants have returned to consult with their superiors and associates.
- An understanding of how to categorize functions as essential or critical, in the context of anticipating possible interruptions to their performance.
- A recognition that the resources needed to perform an essential function must be identified, and an understanding of basic categories of resources.
- An understanding of the sources of operating risk and the steps necessary to establish a vulnerability assessment.



- Recognition of what is required of them before participating in the third workshop.

7.0 ASSIGNMENTS FOR NEXT WORKSHOP

Participants of Workshop II will be charged with the responsibility to resolve differences in function, activity descriptions, and classifications. For functions determined to be essential, participants should identify the lists of necessary resources to perform those functions. Participants should then complete a threat impact assessment and a preliminary vulnerability assessment for each essential function.